

DRAFT

TANF 1202-1

Department of Public Health
and Human Services

Section:

BENEFIT ISSUANCE

TANF CASH ASSISTANCE

Subject:

Replacement Warrants

Supersedes: TANF 1202-1 (01/01/06)

References: ARM 37.78.101 and .102; MCA 17-8-303 and 17-8-306

GENERAL RULE--TANF cash assistance warrants may be replaced when the warrant was:

1. lost;
2. stolen and cashed by another person; or
3. stale dated.

NOTE: If a warrant has not been cashed within 180 days after it has been issued, the Fiscal Bureau voids the check. This is called stale dating.

All warrant replacement requests should be documented in TEAMS CANO.

►**LOST
WARRANTS**
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To replace a lost warrant, please contact Chris Smith at the Fiscal Bureau at 444-4049, and supply the following information

- Case number
- Client name
- Current Address
- Social Security Number of client
- Amount of the warrant
- Benefit month the warrant was issued for

Chris will complete a Warrant Replacement Form and fax it to the OPA. The OPA must have the participant sign the form, then fax it back to the Fiscal Bureau, Attn: Chris Smith at 444-9763. **There is no need to send the original form to Fiscal.**

Once the Fiscal Bureau has all the necessary information, the information will be sent to the Department of Administration who will stop payment on the lost warrant and issue a new one.

**STOLEN
CASHED
WARRANTS**

To replace a warrant that was stolen and cashed, the Eligibility Case Manager must inform Chris Smith at the Fiscal Bureau. The Department of Administration (DOA) waits for the redeemed warrant to surface. During this time, Fiscal Bureau sends the participant an affidavit to sign in the

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presence of a notary that, to the best of his/her knowledge, the warrant was indeed stolen and the signature forged.

Fiscal then sends the affidavit to DOA. DOA forwards two copies of the cashed warrant and the affidavit to the State Treasury. The Treasury then sends that information to the bank where the warrant was cashed.

Each bank will conduct its own investigation, which can take up to three years at the bank's discretion. Two to three months is the average length of time it takes a bank to determine whether the warrant was in fact forged upon redemption.

When the bank is satisfied that the warrant was illegally redeemed, it will inform Treasury. In turn, Treasury informs DOA that a new warrant can be issued. DOA then issues a new warrant and sends it to the Fiscal Bureau.

One of the accounting technicians then will send the check to the participant at the address he/she listed on the affidavit. There is no formal notification to the local OPA or to Central Office that the warrant has been reissued.

► STALE DATED WARRANTS

When a warrant has been stale dated, 'SD' is displayed in the Document Status field on EXIH. These warrants can be replaced by the Department of Administration.

To assist the participant in obtaining a stale dated warrant, please contact Chris Smith at the Fiscal Bureau at 444-4049, and supply the following information:

- Case number
- Client name
- Current address
- Social Security Number of client
- Amount of the warrant
- Benefit month the warrant was issued for
- Original warrant number

Once Chris receives this information, she will contact Department of Administration, who will send the Stale Dated Warrant Replacement Affidavit directly to the participant for signature and notarization.

RETURNED TANF WARRANTS

The local office should only accept a TANF cash assistance warrant back from a participant in three instances:

1. The warrant is being applied to an overpayment. If this is the case, the warrant needs to be sent to fiscal with an indication that it must be applied to an overpayment.

2. There was an error in the TEAMS system and duplicate warrants were issued or the warrant was issued for an incorrect amount.
3. The participant is deceased and there is not an estate that can cash the warrant.

Fiscal will not accept warrants back from local offices for any other reason.

The reason for this is when a TANF case assistance warrant is issued the timeclock ticks. When a warrant is returned the clock is not unticked. If the individual was entitled to the warrant by policy (e.g., an overpayment is not established), then we need to make sure it is issued. If the participant states they don't want or need the benefits then, suggest that they deposit the check into a savings account to be used in case of emergency or don't cash the check.

NOTE: For policy on returned supportive service checks see TANF 704-1.

**► DECEASED
PARTICIPANT
(PI)**

When a TANF warrant has been issued to a client as the PI and the client dies, the warrant becomes part of the client's "estate" and should be treated as any other asset. The warrant should not be returned if it was issued originally under correct eligibility policy.

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